Newsletter Development Intern



Project Title	Newsletter Development Intern
Project Summary	Plan, organize and develop the weekly newsletter - Vet Resources, a resource sent out on behalf of the Department of Veterans Affairs. The newsletter communicates different events, resources/programs, and news articles to Veterans and their families, reaching an audience of up to 11 million.
Country	United States

Project Description

As a newsletter intern, your job will consist of organizing each weeks' newsletter, ensuring that the resources for each week are updated on the newsletter. The aim is to make it both visually appealing and helpful to Veterans. Interns develop the newsletter that is viewed by an audience of up to 11 million. You will have to learn to use GovDelivery, which is the email marketing system in use at the Department of Veterans Affairs.

You will report to the Division Officer (DO) of Veteran Resources and the VEO (Veteran Experience Office) team of Veteran Resources. The applicant may also occasionally receive direction and/or guidance from the Executive Officer (XO) and the Department of Veterans Affairs employee who oversees their department. The intern will update the newsletter by each weekly deadline, put in a considerable amount of effort into development, and navigating programs and VA websites to stay up to date on resources.

To perform successfully in this role the following skills are needed: research, oral comprehension and expression, writing, monitoring, multi-tasking, active listening, critical thinking, reading comprehension, interpersonal communications, time management, and organizational skills. The applicant must be able to consistently access the internet and participate virtually, navigate and conduct research on the internet, upload documents to Trello as needed, collaborate and work with the social media team (and possibly other teams) and maintain a professional demeanor.

You will have to access online archives and databases (conducting historical research), use social platforms (Slack, Trello, Email, Youtube), and have a good understanding of Microsoft Word. The Department of Veterans Affairs' Digital Media Engagement Team internship is one of the largest and most established internship programs available through the Virtual Student Federal Service. This past year, our internship has hosted over 300 interns in various departments and leadership positions. If you want to join a team that is well structured and will offer meaningful work that will help you build skills that you can add to your resume, then we strongly encourage you to apply to our team.

Required Skills or Interests

Skill(s)
Analytical writing
Editing and proofreading
Research
Writing

Additional Information

For more information please visit https://dmeinterns.org/

Language Requirements

None